

ENGINEER, FSN-7; FP-7

ANNOUNCEMENT NUMBER: 04-145

OPEN TO: All Interested Candidates

POSITION: Engineer, FSN-7; FP-7
As Personal Services Contractor

LOCATION: Pretoria, FBIS

OPENING DATE: June 8, 2004

CLOSING DATE: June 22, 2004

WORK HOURS: Full-Time Employment: 40 hours/week

SALARY: Position Grade: FSN-7; FP-7
Ordinarily Resident: R 121,558 per annum, plus benefits

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT ALLOWING APPLICATION FOR A WORK PERMIT BEFORE BEING ABLE TO APPLY. IF THE APPLICANT IS NOT FULLY QUALIFIED, THE APPLICANT MAY BE HIRED AT A TRAINEE LEVEL BELOW THE FULL PERFORMANCE LEVEL. CVs MUST ADDRESS ALL REQUIREMENTS FOR THE POSITION OR THEY WILL NOT BE CONSIDERED. ONLY SHORT LISTED APPLICANTS WILL BE CONTACTED.

The U.S. Embassy in Pretoria is seeking an individual for the position of Engineer at the Foreign Broadcast Information Service (FBIS) office.

BASIC FUNCTION OF POSITION

This is a full-time position located at the Foreign Broadcast Information Service (FBIS) office in Pretoria. FBIS is an office of the US Embassy, South Africa. The primary function of this position is to provide full technical support to FBIS. Work is performed in a fast-paced team environment, often under pressure of short deadlines. This position requires multiple year development in order to reach a full performance level.

DESCRIPTION OF DUTIES

- ❑ Test, maintain, and/or install bureau/site antennas, audio/video equipment, multicouplers, satellite earth terminals, subsystems, telephones, and communications equipment (including telephones, microwave systems, fax machines, modems, and other equipment).
- ❑ Test and maintain bureau/site subsystems including but not limited to facility power, plumbing, heating, air conditioning, and security cameras.
- ❑ Maintain bureau/site electronic equipment inventory and assist the bureau/site's accountable property officer in keeping the bureau/site's accountable property records up to date.
- ❑ Plan technical projects, including specifications, requirements, budgets, and schedules; supervise contractors, including negotiating contracts and identifying vendors for technical and infrastructure support.
- ❑ Communicate to bureau/site management technical concerns and future considerations; keep up to date on technical issues, including reading and understanding technical manuals; and communicate innovative approaches to technical issues, cost-saving measures, work processes.
- ❑ Backfill for Network Support Specialists in ensuring the operation, security, and maintenance of the Bureau/site's Local Area Network (LAN) and non LAN computers.
- ❑ Perform ad hoc and other tasks as required by bureau/site management.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

- South African citizenship, permanent resident status
- Bachelor's degree in engineering (electrical, electronics, computer), or local equivalent practical education to reach this level (certifications required).
- High level of understanding of the use of all the equipment necessary for bureau/site operations, including but not limited to television, radio, computers, databases, interference suppressors, satellite dishes, recording equipment, spectrum analyzers, complex receivers, facilities subsystems, communications equipment, and vehicles.
- Knowledge of oral and written English sufficient to understand and communicate technical concerns, convey such information to non-technical bureau/site personnel, and draft technical messages.
- Ability to travel independently outside of South Africa without staff accompaniment.
- Interpersonal skills sufficient to maintain good working relations in a multicultural environment, including frequently rotating staff personnel with a wide range of supervisory styles; ability to work with contractors, vendors, and other professionals providing technical services.
- Good organizational skills and ability to handle a wide range of constantly changing tasks, often under the pressure of short deadlines.
- Strong sense of teamwork; willingness and ability to work shift work and overtime as determined by mission/bureau/site requirements.

SELECTION PROCESS

Top candidates meeting the above qualifications will be interviewed by FBIS management and will be asked to take tests in translation, summary writing, and current events.

The individual selected for employment must meet security and medical requirements.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

HOW TO APPLY

Interested candidates for this position should submit a Curriculum Vitae with a cover letter in English to:

The Human Resources Office
Attention: Salome Tlhaabye
877 Pretorius Street
Pretoria
Telephone: (012) 431-4000
Fax: (012) 431-4012 or e-mail to HR-Recruitment@state.gov

Any misrepresentation on the application submitted will be grounds for the application being rejected and may be grounds for dismissal after hiring.

CLOSING DATE FOR THIS POSITION: June 22, 2004
An Equal Opportunity Employer

Approved: A/HRO:D.Lockwood
Cleared: FBIS:S.Alexander
HRMS:L.Jordaan

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DRAFTED:STlhaabye